

DETAILED INSPECTION CHECKLIST

FA SC STMT TEXT

051
EQUAL EMPLOYMENT OPPORTUNITY
Functional Area Manager: MPC EEO
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051 00 NO SUBCAT FOR THESE STATEMENTS

051 00 001 Is there a DEEOO designated to provide support to the command?
Reference
SECNAVINST 12250.6A, 17 JAN 13; DON CHRM 1601, JUL 05

051 00 002 Are there EEO resources in place to provide support to the
command that includes special emphasis program administration?
Reference
DON Civilian Human Resources Roles and Responsibilities, 25
APR 13; DON CHRM 1601, JUL 05

051 00 003 Does the DEEOO have direct access to the commander on matters
related to discrimination complaints?
Reference
SECNAVINST 12250.6A, 17 JAN 13; DON CHRM 1601, JUL 05;
DON CHRM 1614.1, FEB 06

051 00 004 Are resources in place to provide EEO program support to the non-
appropriated fund organizations including affirmative employment
planning, the processing of EEO complaints, the prevention of
sexual harassment, and EEO training?
Reference
EEOC MD-715

051 00 005 Has the local commander on an annual basis issued a personal
policy statement emphasizing a personal commitment to the EEO
program, and is this statement conspicuously posted throughout
the command?
Reference
29 CFR, PART 1614.102; EEOC MD-715; DON CHRM 1601, JUL
05

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- 051 00 006 Is the command working toward developing a Model EEO Program and providing annual accomplishment reports and updates on ensuring equality of opportunity for all employees to include hiring, placement and advancement of individuals with disabilities for both the appropriated and non-appropriated fund work force?
Reference
EEOC MD-715
- 051 00 007 Is there an anti-harassment plan in effect which includes the prevention of sexual harassment?
Reference
EEOC MD-715; SECNAVINST 5300.26D, DEC 05
- 051 00 008 Do the annual performance appraisals for supervisors and managers require their active participation in ensuring EEO in the work place (including anti-harassment and the prevention of sexual harassment) and stress their leadership in removing barriers that impede equality of opportunity for all employees including the disabled and veterans?
Reference
EEOC MD-715; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13
- 051 00 009 Are EEO statistics (for appropriated and non-appropriated fund employees), including those with disabilities being properly maintained to determine progress towards published goals and objectives?
Reference
EEOC MD-715; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13
- 051 00 010 Are employment discrimination complaint procedures, including the identification of designated EEO counselors, publicized and communicated to all employees, and applicants for employment? Is this information conspicuously posted throughout the command?
Reference
29 CFR, PART 1614; DON CHRM 1614.1, FEB 06; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13

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- 051 00 011 Are formal EEO complaints being routinely processed within the time frames established by higher authority? (Particular attention should be paid to that processing within the control of the command, i.e., timely acceptance/dismissal of complaints, requests for SECNAV FADS, etc.)
Reference
29 CFR, PART 1614; DON CHRM 1614.1, FEB 06; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13
- 051 00 012 Have the requirements for dismissal of formal complaints been followed up by the command?
Reference
29 CFR, PART 1614
- 051 00 013 Do complaints accepted for processing by the command clearly and specifically identify the issues and bases of the complaint?
Reference
29 CFR, PART 1614
- 051 00 014 Has the command instituted an alternative dispute resolution procedure to increase resolution of allegations of discrimination?
Reference
29 CFR, PART 1614; DON CHRM 1614.1, FEB 06
- 051 00 015 Is disciplinary action being routinely considered when individuals are found culpable in a sexual harassment or discrimination case, and is such behavior being reflected in their performance appraisals?
Reference
29 CFR, PART 1614; DON CHRM 1614.1, FEB 06
- 051 00 016 Is the complaint process publicized appropriately?
Reference
29 CFR, PART 1614; DON CHRM 1614.1, FEB 06
- 051 00 017 Does the DEEOO manage the processing of reasonable accommodation requests?
Reference
DON CHRM 1606; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13

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- 051 00 018 Have the procedures for reasonable accommodation for individuals with disabilities been made readily available/accessible to all employees and supervisors by disseminating such procedures during orientation of new employees and supervisors and by making such procedures available electronically?
Reference
DON CHRM 1606; DON Civilian Human Resources Roles and Responsibilities, 25 APR 13
- 051 00 019 Are 90% of accommodation requests processed within the time frame set forth in the DON procedures for processing reasonable accommodation?
Reference
EEOC MD-715; DON CHRM 1606
- 051 00 020 Does the DEEOO have unfettered access to the Activity EEO Officer for all EEO program matters?
Reference
SECNAVINST 12250.6A, 17 JAN 13
- 051 00 021 Are DEEOOs able to volunteer their technical advice, guidance, and Command-specific training to support activity/command officials?
Reference
SECNAVINST 12250.6A, 17 JAN 13